



OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK
 118 NORTH CLARK ST. ROOM 1018
 CHICAGO, ILLINOIS 60602-1375
 (312) 603-5370

THIS PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, SHIPPING PAPERS AND
 DROP SHIPMENTS

PURCHASE ORDERED ISSUED TO
 800585

Accurate Forms & Supplies
 1550 Norwood Dr #412
 Hurst TX 76054

DATE
 8/7/2012
 F.O.B. POINT

PURCHASE ORDER NO.
182449 - 000- OP
REQUISITION NO.
 00103666 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

DELIVERY INSTRUCTIONS

DAVID SMID
 312.603.3083

DEPT NO

3100809

Page 1 of 2

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|------|--|---------------|------------|----------------|----------------|
| 1.00 | Printing Jury Summons Forms 28 lb. Ledger Paper . 8-1/2" W x 11"L Long Grain . Shall be suitable for high speed laser printing on a Xerox 4635 printer and folding and inserting on a Neopost DS-140 mechanical inserter . Color: White . Brightness - 92 minimum . Finish: smooth . Horizontal micro-perforation 5-1/2" inches from bottom . Micro-perforation to be minimum 30 cuts per inch. Perforation to be done inline. Score perforations will not be accepted. Microperforation must not cup or tent as this will hinder feeding into the printer. . Blank sheet - no printing . Packaged 2000 sheets per carton, total 656,000 forms. Forms shall be shrink wrapped in reams of 500 sheets with chipboard on top and bottom . Delivery: This is a onetime delivery, which will be schedule at the Departments request. Delivery must be made within 5 business days of | 656.00 M | 10.1000 | 6,625.60 | 3100809.520500 |

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Date: _____

Maria...
 8/8/2012

Nicki Cannatello (Bureau of Finance)

From: Nicki Cannatello (Bureau of Finance)
Sent: Monday, July 02, 2012 3:05 PM
To: Shannon McIntire (OCJ)
Subject: RE: Jury Summons Forms

Thank you!

From: Shannon McIntire (OCJ)
Sent: Monday, July 02, 2012 3:05 PM
To: Nicki Cannatello (Bureau of Finance)
Subject: RE: Jury Summons Forms

Nicki - Pleasure meeting you! Have a super day!

Thanks - Shannon

Office of the Chief Judge
50 W. Washington Street
Room 2600
Richard J. Daley Center
Chicago, IL 60602
312-603-6311
Fax: 312-603-6125
shannon.mcintire@cookcountyil.gov

From: Nicki Cannatello (Bureau of Finance)
Sent: Monday, July 02, 2012 2:31 PM
To: Shannon McIntire (OCJ)
Cc: Brandie Knazze (Purchasing); Barbie Flock (Purchasing)
Subject: Jury Summons Forms

Shannon,

Pursuant to our meeting, attached are the specifications for the Jury Summons Forms. Please note that at the end of the document is Pre-Bid language that you may want to remove.

Additionally, I will contact Montenegro Paper Company to discuss the possibility of amending the current Countywide Paper Contract to include said forms.

Should you have any questions, do not hesitate to call. It was a pleasure meeting with you.

Nicki

Nicki A. Cannatello
Office of the Chief Procurement Officer/118 North Clark Street, Room 1018/Chicago, Illinois 60602
312-603-2378 Direct Line/312-603-3063 Fax Number/ nicki.cannatello@cookcountyil.gov



COOK COUNTY
OFFICE OF THE CHIEF PROCUREMENT OFFICER

PRELIMINARY BID TABULATION

PROJECT NAME: PRINTING JURY SUMMONS FORMS-JUDICIARY

QUOTE NO.: Q-103666-OR

CONTRACT NEGOTIATOR: BRENDA BEARD

DUE DATE: JULY 18, 2012

| Name of Bidder | Vendor Address | Total Bid Price |
|--------------------|------------------|-----------------|
| J.J. Collins | Woodridge, IL | 7,380.00 |
| Paper Solutions | Cedar Rapids, IL | 9,840.00 |
| American Solutions | Bartlett, IL | 8,167.20 |
| World's Printing | Chicago, IL | 10,502.56 |
| Accurate Forms | Hurst, TX | 6,625.60 |
| | | |
| | | |
| | | |
| | | |
| | | |

Note: Bids are subject to review for completeness, accuracy, and compliance with all terms and conditions provided in the bid specifications.

Toni Preckwinkle
President

Maria de Lourdes Coss
Chief Procurement Officer



RETURN THIS QUOTATION TO:
OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
 WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION

This is not an order - submit all quotations on this form.

| | | | | | | |
|-------------------|------------------------------|-------------|------------------------|-------------------------|--|-------------|
| DATE 6/25/2012 | BUYER CANNATELLO, NICKI A | BUYER PHONE | ORDER NO. 103666 OR | RESPOND BY 7/18/2012 | Quotes must be in Bid Box by 10:00 A.M. | Page 1 of 2 |
|-------------------|------------------------------|-------------|------------------------|-------------------------|--|-------------|

Vendor Address

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers a to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, s all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery p

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtu exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation

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INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following informati Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

Product Delivery Point

Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

DELIVERY IN WORKING DAYS _____

PHONE NUMBER _____

SIGNED BY _____

(PLEASE PRINT) _____

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
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| | | | |
|-----------------|------------------|----------------------------------|--------------|
| OFFICE USE ONLY | PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | TOTAL |
|-----------------|------------------|----------------------------------|--------------|



**RETURN THIS QUOTATION TO:
OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES WILL BE
ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION

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submit all quotations on
this form.**

| | | | | | |
|--------------------------|-------------------------------------|--------------------|------------------------------|--------------------------------|-------------|
| DATE 6/25/2012 | BUYER CANNATELLO, NICKI A | BUYER PHONE | ORDER NO. 103666OR | RESPOND BY 7/18/2012 | Page 2 of 2 |
|--------------------------|-------------------------------------|--------------------|------------------------------|--------------------------------|-------------|

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
|--|-------------------------|---|------------|----------------|
| <p>submit 500 samples of the paper they are offering to the Office of the Chief Judge for testing purposes. These samples must be identical to the final product (including perforation) that the vendor is offering.</p> <p>Samples will be provided at the Pre-Bid meeting.</p> <p>Delivery: This is a onetime delivery, which will be schedule at the Departments request. Delivery must be made within 5 business days of the Department placing the order, Monday through Friday between the hours of 12:00 p.m. and 4:00 p.m..</p> <p>Payment will be processed after the delivery is made in full.</p> <p>This is an inside delivery that would include delivery of order from the loading dock of the Richard J. Daley Center to Jury Assembly Room 1700 of said building. Boxed forms must be removed from pallets/crates and unloaded into the designated area.</p> <p>**Vendor must meet insurance requirements of the Richard J. Daley Center (requirements attached)</p> <p>A Pre-Bid Conference and Site Inspection is scheduled for Monday, July 2, 2012 at 2:00 p.m..</p> <p>Participation is strongly encouraged.</p> <p>The location is as follows: Richard J. Daley Center 50 West Washington Street Jury Assembly Room 1700 Chicago, Illinois 60602</p> <p>A Pre-Award Meeting is required.</p> <p>Bidder questions are due by Thursday, July 5, 2012.</p> <p>Responses to Bidder inquires will be issued by Monday, July 9, 2012. Please direct all inquiries to Nicki A. Cannatello at 312-603-2378.</p> | | | | |
| OFFICE USE ONLY | PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | | |

**RICHARD J. DALEY CENTER
50 WEST WASHINGTON
CHICAGO, IL 60602**

**INSURANCE REQUIREMENTS FOR CONTRACTORS/VENDORS
POLICY LIMITS – MINIMUM LIMITS**

COMMERCIAL GENERAL LIABILITY INSURANCE

| | |
|--|--|
| Combined Single Limit | |
| Bodily Injury & Property Damage | \$1,000,000.00 Each Occurrence \$2,000,000.00 General Aggregate |
| Products/Completed Operations | \$1,000,000.00 Each Occurrence \$2,000,000.00 Aggregate Limit |
| Personal Injury & Advertising Limit | \$1,000,000.00 |

UMBRELLA LIABILITY INSURANCE

| | |
|------------------------------|----------------|
| Umbrella Liability Policy | \$5,000,000.00 |
|------------------------------|----------------|

WORKERS COMPENSATIONS

for Coverage A (statutory limits) and Coverage B, Employer's Liability with limits of:

| | |
|--------------|--|
| \$500,000.00 | Bodily Injury by Accident for Each Accident |
| \$500,000.00 | Bodily Injury by Disease for Policy Limit |
| \$500,000.00 | Bodily Injury by Disease for Each Employee |

COMPREHENSIVE AUTOMOBILE LIABILITY

Insurance which shall include all owned, leased, hired or non-owned vehicles with limits of liability as follows:

| | |
|----------------|-----------------------------------|
| \$1,000,000.00 | Bodily Injury and Property Damage |
| \$1,000,000.00 | Each Occurrence |

ADDITIONAL INSURED

**Public Building Commission of Chicago
MB Real Estate Services LLC**

Additional insured will be given at least sixty (60) days' prior written notice of cancellation, non-renewal or material change in coverage of any of the aforesaid policies. **Policy will be endorsed** so that coverages provided will be on a primary-non contributory basis and a waiver of subrogation will be provided on behalf of the additional insureds.

CERTIFICATE HOLDER

**MB REAL Estate Services LLC
1203 Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602
312 603 7980**

FAX CERTIFICATE OF INSURANCE TO: 312 603 5800



RETURN THIS QUOTATION TO:
OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK
 118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375
 SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
 WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

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| DATE 6/25/2012 | BUYER CANNATELLO, NICKI A | BUYER PHONE | ORDER NO. 103666 OR | RESPOND BY 7/18/2012 | Quotes must be in Bid Box by 10:00 A.M. | Page 1 of 2 |
|-------------------|------------------------------|-------------|------------------------|-------------------------|--|-------------|

Vendor Address

AMERICAN SOLUTIONS FOR BUSINESS
 419 Spaulding Road
 Bartlett, IL 60103-1202

TERMS AND CONDITIONS

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Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery p

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 In General: The prices quoted herin shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is not int that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

Product Delivery Point

Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following informati Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DELIVERY IN WORKING DAYS 5
 PHONE NUMBER 630-235-6825
 SIGNED BY Frank D. Napoleon
 (PLEASE PRINT) FRANK D. NAPOLEON

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
|--|------------------|-----------------|------------|----------------|
| Printing Jury Summons Forms 28 lb. Ledger Paper 8-1/2" W x 11"L Long Grain Shall be suitable for high speed laser printing on a Xerox 4635 printer and folding and inserting on a Neopost DS-140 mechanical inserter Color: White Brightness - 92 minimum Finish: smooth Horizontal micro-perforation 5-1/2" Inches from bottom Micro-perforation to be minimum 30 cuts per inch. Perforation to be done inline. Score perforations will not be accepted. Microperforation must not cup or tent as this will hinder feeding into the printer. Blank sheet - no printing Packaged 2000 sheets per carton, total 656,000 forms. Forms shall be shrink wrapped in reams of 500 sheets with chipboard on top and bottom Subsequent to the bid opening the vendors are required to | 656.00 | M | 12.45 | 8,167.20 |

| | | | |
|-----------------|------------------|----------------------------------|--------------------------|
| OFFICE USE ONLY | PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | TOTAL 8,167.20 |
|-----------------|------------------|----------------------------------|--------------------------|



RETURN THIS QUOTATION TO:

**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION

This is not an order - submit all quotations on this form.

| | | | | | | |
|-------------------|------------------------------|-------------|------------------------|-------------------------|--|-------------|
| DATE 6/25/2012 | BUYER CANNATELLO, NICKI A | BUYER PHONE | ORDER NO. 103666 OR | RESPOND BY 7/18/2012 | Quotes must be in Bid Box by 10:00 A.M. | Page 1 of 2 |
|-------------------|------------------------------|-------------|------------------------|-------------------------|--|-------------|

Vendor Address

JA COLLINS SONS INC
7125 JAMES AVE SUITE 200
WOODRIDGE, IL 60517

TERMS AND CONDITIONS

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Tax and all Service Taxes.

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Product Delivery Point

Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 2600
CHICAGO IL 60602-3002

DELIVERY IN WORKING DAYS PER SPECIFICATIONS
PHONE NUMBER - 630-737-9442
SIGNED BY Michael P. Krzym
(PLEASE PRINT) MICHAEL P. KRZYM

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following informati Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
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| Printing Jury Summons Forms 28 lb. Ledger Paper 8-1/2" W x 11"L Long Grain Shall be suitable for high speed laser printing on a Xerox 4635 printer and folding and inserting on a Neopost DS-140 mechanical inserter Color: White Brightness - 92 minimum Finish: smooth Horizontal micro-perforation 5-1/2" inches from bottom Micro-perforation to be minimum 30 cuts per inch. Perforation to be done inline. Score perforations will not be accepted. Microperforation must not cup or tent as this will hinder feeding into the printer. Blank sheet - no printing Packaged 2000 sheets per carton, total 656,000 forms. Forms shall be shrink wrapped in reams of 500 sheets with chipboard on top and bottom Subsequent to the bid opening the vendors are required to | 656.00 | M | 11.25/ea | \$ 7,380.00 |

| | | |
|----------------------------------|----------------------------------|-------|
| OFFICE USE ONLY PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | TOTAL |
|----------------------------------|----------------------------------|-------|



RETURN THIS QUOTATION TO:
OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
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|-------------------|------------------------------|-------------|------------------------|-------------------------|--|

Vendor Address

Paper Solutions
PO Box 2733
Cedar Rapids IA 52406

TERMS AND CONDITIONS

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Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item. Bidders cannot insist on the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn after it has been opened. In case of error in extension, unit prices will govern.

Deliveries: Bid prices must reflect any delivery charges to point designated. Title is to pass at delivery point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-000000, from Illinois Business' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.

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Product Delivery Point

Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

DELIVERY IN WORKING DAYS 25
 PHONE NUMBER 319 363 3013
 SIGNED BY Jordan Jaeger
 (PLEASE PRINT) Jordan Jaeger

INSTRUCTIONS ON MARKING BID ENVELOPE

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OFFICE USE OR PURCHASE ORDER #

ADDITIONAL TERMS ON REVERSE SIDE

TOTAL

See pg 2



RETURN THIS QUOTATION TO:
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COUNTY OF COOK
 118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375
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|-------------------|------------------------------|-------------|------------------------|-------------------------|---|-------------|

Vendor Address

World's Printing
233 N. Michigan
Chicago IL 60601

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Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

DELIVERY IN WORKING DAYS 20-25
 PHONE NUMBER 312-565-7400
 SIGNED BY Charles Walden
 (PLEASE PRINT) Charles Walden

INSTRUCTIONS ON MARKING BID ENVELOPE

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| | | | |
|------------|------------------|----------------------------------|--------------|
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|------------|------------------|----------------------------------|--------------|



RETURN THIS QUOTATION TO:
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COUNTY OF COOK
 118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375
 SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
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|-------------------|------------------------------|-------------|------------------------|-------------------------|--|-------------|

Vendor Address
 Accurate Forms & Supplies

1550 Norwood Dr. #412
Hurst TX 76054

Product Delivery Point

Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers a to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, s all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery p

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtu exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation

Tax and all Service Taxes.
 In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is not int that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following informati Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DELIVERY IN WORKING DAYS 15 work days
 PHONE NUMBER 314-329-6193
 SIGNED BY [Signature]
 (PLEASE PRINT) Kristie Campbell

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
|--|------------------|-----------------|------------|----------------|
| Printing Jury Summons Forms 28 lb. Ledger Paper 8-1/2" W x 11"L Long Grain Shall be suitable for high speed laser printing on a Xerox 4635 printer and folding and inserting on a Neopost DS-140 mechanical inserter Color: White Brightness - 92 minimum Finish: smooth Horizontal micro-perforation 5-1/2" inches from bottom Micro-perforation to be minimum 30 cuts per inch. Perforation to be done inline. Score perforations will not be accepted. Microperforation must not cup or tent as this will hinder feeding into the printer. Blank sheet - no printing Packaged 2000 sheets per carton, total 656,000 forms. Forms shall be shrink wrapped in reams of 500 sheets with chipboard on top and bottom Subsequent to the bid opening the vendors are required to | 656.00 | M | 10.10/AA | 6625.60 |

| | | |
|--------------------------------|----------------------------------|--------------------------|
| OFFICE USE OR PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | TOTAL 6625.60 (re) |
|--------------------------------|----------------------------------|--------------------------|